

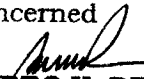


Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



**Division Memorandum No. 251 s. 2017**

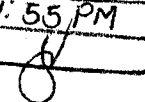
**To** : All Public Schools District Supervisors  
All Elementary and Secondary School Heads  
All concerned

**From** :   
**SOCORRO V. DELA ROSA, CESO VI**  
Schools Division Superintendent

**Subject** : Submission of School DRRM Coordinator Profile

**Date** : December 27 2017

**RELEASED**

DepEd, Division of Catanduanes  
RECORDS SECTION  
Date: DEC 29 2017  
Time: 4:55 PM  
Initial/Signature: 

1. Pursuant to **DepEd Order No. 21 s. 2015** known as the "*Disaster Risk Reduction and Management Coordination and Information Management Protocol*", and to facilitate the updating of Division DRRM Database and in preparation for 2018 Division DRRM Plan, all schools are hereby requested to submit the following documents **not later than January 10, 2018**

- a. School DRRM Coordinator Profile

|                                  |   |            |
|----------------------------------|---|------------|
| Name of School:                  |   | School ID: |
| Name of School DRRM Coordinator: |   |            |
| Address:                         | <input type="radio"/> Teaching <input type="radio"/> Non-teaching |            |
| Age:                             |   |            |
| Contact Number:                  | Email Address:  |            |
| Present Medical Condition:       |   |            |

- b. Accomplished School DRRM Coordinator Training Need Assessment Form (Enclosure 2)
2. Enclosed is the new localized policy/guidelines on the selection of School DRRM Coordinator.
3. For your information, guidance and compliance.

**LOCALIZED GUIDELINES  
FOR SELECTION OF SCHOOL DRRM COORDINATOR**

**1. Must be a bonafide teaching or non-teaching staff of the school.**

As per DepEd Order No. 21, s. 2015, "*School Heads may serve as School DRRM Focal Person but shall appoint an alternate among other personnel to assist in the implementation of DRRM*". Due to the many task already delegated to the school heads and to ensure fast implementations of future programs and projects, any **bonafide teaching or non-teaching staff of the school** may now be delegated by the school head to act as the School DRRM Coordinator.

**2. Must serve the school for the next 3 years.**

To ensure the continuity of future programs and projects, Designated School DRRM Focal Person must serve the school for the next 3 years or has no plans to transfer his/her service to other school. In case of unavoidable circumstances such as transfer of school and or resignation, he/she must ensure that there will be proper turnover of programs, projects or activities to a new designated focal person.

**3. Computer literate.**

One of the many important tasks of a School DRRM Coordinator is information management hence it is deemed necessary that designated person must have knowledge on computer such as excel as well as other ~~flat~~ forms that can be utilized in dissemination of information.

**4. Physically fit.**

Because the task of a School DRRM Focal Person is not only limited to dissemination and monitoring of programs and policies, designated focal person must be physically fit to be able to perform all his/her other tasks stipulated on the Roles and Responsibilities of School DRRM Coordinator.

(Enclosure 2 to Division Memorandum No. 251 s. 2017)

I. School DRRM Coordinator Training Assessment Form

Kindly check the appropriate cells if you have undergone trainings on specific topics listed below **IN THE PAST FIVE YEARS**. Please also indicate in the matrix provided if you have not yet undergone trainings.

| Topics  | Completed Formal Training | Partially Formal Training | No Formal Training | Organization/ Provider |
|---|---------------------------|---------------------------|--------------------|------------------------|
| 1. Philippine Basic Education System  |                           |                           |                    |                        |
| 2. DRRM Terminologies   |                           |                           |                    |                        |
| 3. International Frameworks and Standards relating to DRRM in Basic Education |                           |                           |                    |                        |
| 4. National Frameworks and Standards relating to DRRM in Basic Education      |                           |                           |                    |                        |
| 5. Basic Concepts of Climate Change   |                           |                           |                    |                        |
| 6. Climate Change Adaptation  |                           |                           |                    |                        |
| 7. Introduction to Peace and Conflict   |                           |                           |                    |                        |
| 8. Conflict Sensitive Education   |                           |                           |                    |                        |
| 9. Inclusive and Child-Centered DRRM  |                           |                           |                    |                        |
| 10. Understanding Hazards - Natural, Human Induced and School Safety Hazards  |                           |                           |                    |                        |
| 11. Student-led School Watching   |                           |                           |                    |                        |
| 12. Multi-hazard Drills   |                           |                           |                    |                        |
| 13. School DRRM Planning  |                           |                           |                    |                        |
| 14. Contingency Planning for Basic Education                                  |                           |                           |                    |                        |
| 15. Introduction to Education in Emergencies                                  |                           |                           |                    |                        |
| 16. Rapid Damage Assessment and Information Management                        |                           |                           |                    |                        |
| 17. Alternative Delivery Modes (ADMs)   |                           |                           |                    |                        |
| 18. Temporary Learning Spaces   |                           |                           |                    |                        |
| 19. Basic Supplies and Logistics Management in Emergencies                    |                           |                           |                    |                        |
| 20. Psychological First Aid   |                           |                           |                    |                        |
| 21. Camp Coordination and Management Guidelines - The Role of DepEd           |                           |                           |                    |                        |
| 22. General Staff Safety and Security Coordination                            |                           |                           |                    |                        |
| 23. Basic First Aid   |                           |                           |                    |                        |
| 24. Adult Learning designs, management and delivery                           |                           |                           |                    |                        |
| 25. Resource Mobilization and Partnership                                     |                           |                           |                    |                        |